

**Department of the Army
Policy for the Army Acquisition Corps'
Competitive Development Group Program**

- References:
- (a) Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
 - (b) DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program", October 25, 1991.
 - (c) DoD 5000.52-M, "Acquisition Career Development Program", November 22, 1995.
 - (d) DoD Instruction 5000.58, "Defense Acquisition Workforce", Change 3, January 31, 1996.
 - (e) DoD Directive 1400.24, "Civilian Mobility Program", October 20, 1989.
 - (f) DoD Priority Placement Program Operations Manual, July 1998.
 - (g) DoD Civilian Acquisition Workforce Personnel Demonstration Project Army Operating Procedures (as of April 2000).
 - (h) Memorandum, OASA (M&RA), March 7, 1997, subject: Request for Exception to the DoD PPP-AAC CDG (available in CPOL on-line library).
 - (i) AR 690-950, "Civilian Career Management", October 11, 1988 (Update 1).
 - (j) DA PAM 690-43, "A Supervisor's Guide to Career Development and Counseling for Career Program Employees", August 18, 1989.
 - (k) DA PAM 690-46, "Mentoring for Civilian Members of the Force", July 31, 1995.
 - (l) DA Memorandum 600-2, September 1999, Policies and Procedures. for Active Component Officer Selection Boards.
 - (m) Memorandum, SARD-ZAC, April 1, 1996, subject: Policy Memorandum No. 96-01, Career Development as a Mission.

- (n) Memorandum, SARD-ZAC, December 20, 1996, subject: Army Acquisition Corps/Workforce Policy Memorandum No. 96-02, Individual Development Plan (IDP) for the Army Acquisition Workforce.
- (o) Memorandum, SARD-ZAC, July 18, 1997, subject: Amendment to Army Acquisition Corps Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.
- (p) Competitive Development Group (CDG) Program Handbook, latest online version.

A. PURPOSE

This policy governs the implementation and administration of the Army Acquisition Corps' (AAC) Competitive Development Group (CDG) Program. It establishes general requirements for selection into and participation in the Program.

B. APPLICABILITY AND SCOPE

This policy applies to individuals applying to and selected for the Army Acquisition Corps' CDG Program beginning with Year Group (YG) 03.

C. DEFINITIONS

Terms used in this policy are defined in Enclosure 1.

D. POLICY

1. The CDG Program is a three-year developmental program that offers board-selected applicants expanded training, leadership, experiential and other career development opportunities. It is designed to develop future Army acquisition leaders.
2. All CDG Program members are required to sign a CDG Program Mobility Agreement. Appendix A includes the AAC's CDG Program Mobility Agreement and the CDG Program Mobility Statement.
3. CDG Program members are a feeder group for future leadership positions within the AAC. The "PM" (product, project, and program manager) positions are considered premier leadership positions within the AAC, therefore, it is a requirement that all CDG Program members in Year Group (YG) 03 and subsequent year groups apply for the Army's COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board for acquisition leadership positions in the second and third years of their CDG Program. The exceptions to this policy are, if the CDG Program member is on a

central board select list for acquisition product or project manager, and is waiting to proceed to his/her position assignment; or, if the CDG Program member has an approved deferral in place as outlined in the CDG Program Mobility Agreement. **Failure to apply to the announcement for the COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board will result in removal from the CDG Program and a Management Directed Reassignment (MDR) action may be invoked pursuant to the executed CDG Program Mobility Agreement.** While the requirement is for CDG Program members to apply to this Department of the Army (DA) central selection board in their second and third years of the CDG Program, they may apply at any time during the PM announcement periods if they meet basic eligibility requirements. The COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and/or Civilian Leadership Selection Board announcement is posted to the U.S. Army Total Personnel Command (PERSCOM) homepage.

4. In the event a CDG Program member is unable to complete the CDG Program within three (3) years due to health, extreme personal, family or financial hardship, or other exigent conditions, the member may request withdrawal from the program for compassionate reasons from the Deputy Director, Acquisition Career Management (DDACM). Reinstatement into the Program after an approved withdrawal may only be accomplished through submission of a new application during the annual application announcement period. Such applications will be among all the applications considered for competitive selection by the CDG annual Selection Board.
5. A CDG Program applicant must be a current DA employee in a Career, Career Conditional or Permanent status; occupy a GS-12 or GS-13 or personnel demonstration project equivalent converted broadband/pay band level position, and have AAC Eligibility (CE) or AAC membership status. Additionally, applicants must be certified at Level III in an acquisition career field at the time of program application.
6. The Acquisition Support Center (ASC) (formerly the separate organizations of the Acquisition Executive Support Agency [AAESA] and the Acquisition Career Management Office [ACMO]) participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project. CDG Program selectees are assigned to a centrally-funded training position on the ASC's Table of Distribution and Allowances (TDA) during participation in the Program. CDG Program participants are subject to the DoD Civilian Acquisition Workforce Personnel Demonstration Project rules and plan for personnel management while on ASC's TDA. Each participant will be classified as an NH-III broadband level employee. The position requirements document (e.g., description of duties) contains generic training program information, tasks, and responsibilities. The current online version of the CDG Program Handbook contains specific

information pertaining to the DoD Civilian Acquisition Workforce Personnel Demonstration Project.

7. CDG Program members are detailed to developmental assignment profiles throughout the acquisition community based on individual education, experience, and training needs, as well as current or anticipated needs of the Army.
8. Graduation from the CDG Program entails successful completion of the requirements identified in each member's approved Individual Development Plan (IDP) and in paragraph D.3 above. Graduates, if not already AAC members, are accessed into the AAC upon the successful completion of the three-(3) year CDG Program, or upon **competitive selection** to a Critical Acquisition Position (CAP), whichever comes first. Graduates who have not obtained permanent placement at the close of the three (3) year Program shall be provided up to two (2) permanent non-competitive reassignment (not promotion) position opportunities. Declination of the first reassignment offer renders it null and void.
9. CDG Program graduates may not remain on ASC's TDA in a central training position for more than six (6) months following graduation. It is understood that all parties shall support this process in an expeditious manner to ensure that placement occurs as quickly as practicable. During the third year of the CDG Program, every effort will be made by the CDG Program member and the AAC to identify positions in the graduating CDG Program member's desired geographical, functional and/or command preference areas for placement. The first two (2) permanent non-competitive reassignment (not promotion) opportunities shall be identified in writing by the CDG Manager to the graduating CDG Program member and Acquisition Regional Director (RD). In the event that the graduating CDG Program member declines both of these options, no further voluntary placement assistance will be offered, the Program Mobility Agreement will be invoked and an official offer through a MDR will be issued to the CDG Program member. **If the CDG Program member declines the MDR, action may be initiated to remove the CDG Program member from the AAC and/or Federal Service for failure to meet a condition of employment, as specified in the executed CDG Program Mobility Agreement.**

E. RESPONSIBILITIES

1. Deputy Director, Acquisition Career Management (DDACM).
 - a. The DDACM manages the CDG Program and has directed the ASC to develop the CDG Program and provide CDG Program oversight. The DDACM is the convening authority for the CDG Program Selection Board,

and, as such, has final approval authority over the board results and their release.

- b. The DDACM provides the funds for the cost of salaries, Contribution Rating Increases and Contribution Awards (pursuant to the DoD Civilian Acquisition Workforce Personnel Demonstration Project's Contribution-based Compensation and Appraisal System (CCAS) rating cycle) pay and allowances, travel, training, Permanent Change of Station (PCS), personnel actions and other program costs of CDG Program members. The DDACM also provides travel funds for board members to participate on the CDG Program Selection Board.

2. Acquisition Support Center (ASC).

- a. The ASC provides general CDG Program oversight through its assigned CDG Manager and maintains the CDG Program policies and procedures.
 - (1) The ASC, in conjunction with the Acquisition Career Managers (ACMs) assigned to the Acquisition Management Branch (AMB) of PERSCOM, manage the CDG Program members.
 - (2) RDs also assist in managing the CDG Program members' individual programs by developing CDG Program selectees' initial Individual Development Plans (IDPs). These IDPs will include both formal training and at least two (2) approved career developmental assignments.
 - (3) Upon approval of the initial IDP by the Deputy Director of the ASC, subsequent changes and full implementation will be accomplished by the CDG Program member's assigned ACM at PERSCOM. Any further IDP changes with potential funding impact must be approved by the CDG Manager.
 - (4) The ASC conducts an orientation seminar for new CDG Program members.
- b. ASC Proponency Specialists provide guidance for all policy issues and serve as subject matter experts for their respective Acquisition Career Fields (ACFs).
- c. On behalf of the DDACM, the board convening authority, the ASC prepares the Memorandum of Instruction (MOI) for the CDG Program Selection Board and provides the MOI to PERSCOM for the conduct of the CDG Program Selection Board.
- d. ASC personnel coordinate CDG Program policy and procedural issues with

the Office of the Assistant G-1 for Civilian Personnel Policy (CPP), the AMB of PERSCOM, Chief of Acquisition Policy, and other organizations, as appropriate.

- e. ASC's Resource Management personnel provide resource support for the CDG Program. The execution of funds for actions associated with the selection of CDG Program members, to include selection boards, orientation programs, reassignments, as well as payroll, training, and travel in support of the CDG Program, shall be authorized by the Deputy Director, ASC, as funding permits. If a CDG Program member is assigned to a different geographic location, the Joint Travel Regulations (JTR), Volume II, governs employee relocation entitlements and benefits. Permanent Change of Station (PCS) and Defense National Relocation Program (DNRP) relocation entitlements may be authorized and paid for using Office of the DDACM funds in accordance with Volume 2 of the Joint Travel Regulation. ASC is responsible for preparing the PCS Orders.
- f. The ASC Administrative Officer shall initiate any Request for Personnel Action (RPA) that affects the CDG Program member in accordance with local Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC) procedures. ASC Personnel Management staff shall coordinate personnel actions affecting CDG members with the servicing CPAC, and provide guidance on position classification and evaluation, awards, and other personnel issues.
- g. Regional Director (RD). The CDG Program member's RD assists the CDG Program member and the assigned supervisor in ensuring that the IDP is fully implemented and that required employee-counseling sessions are completed.
 - (1) The RD serves as the Command approval authority for long-term training that has a requirement for Command endorsement. The RD, as the DoD Civilian Acquisition Workforce Personnel Demonstration Project sub pay pool manager, represents regionally assigned CDG Program members in the DoD Civilian Acquisition Workforce Personnel Demonstration Project Pay Pool Panel discussions. The RD ensures that the supervisor and CDG Program member comply with the CCAS rating cycle, to include initial and mid-point counseling between the supervisor and the CDG Program member.
 - (2) The RD shall meet quarterly with CDG Program members assigned to the region. This meeting may be conducted via telephone, face-to-face or through the use of video teleconferencing facilities, as appropriate or necessary. The Acquisition Career Management Advocate (ACMA) shall be invited to such meetings.

- (3) RDs assist the ASC to create IDPs and to place CDG Program members into appropriate developmental assignments. RDs, in conjunction with the ASC, will identify positions, recommend and assist members with placement during and after the completion of the 3-year program.
- h. PERSCOM ACMs centrally manage the CDG Program members throughout the CDG Program and for the remainder of their Army Acquisition careers.
 - (1) They are responsible for the integration of applicants' Acquisition Career Record Briefs (ACRBs) and other application material into the applicants' files for board review. ACMs assist the ASC in the creation of IDPs and in the placement of CDG Program members into appropriate developmental assignments.
 - (2) ACMs are responsible for validating each CDG Program member's experience, education, and training, and for entering the information into the Career Acquisition Personnel & Position Management Information System (CAPPMS). IDPs and any other CDG Program working papers will be retained in the individual CDG Program member's Career Management Individual File (CMIF). The CMIFs will be maintained by the ACMs.
 - (3) ACMs will assist ASC and RDs with the placement of CDG Program graduates. ACMs, with coordination of the CDG Manager, shall provide announcement and application information on the annual COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board to CDG Program members in their second and third years of program participation. CDG Program members are required to apply to these boards. ACMs shall assist in the review of CDG Program member's application package for presentation to the Selection Board. Both the COL/GS-15 and LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board announcement and the CDG Program announcement are prepared by AMB and posted to the PERSCOM homepage.

3. Assistant G-1 for CPP.

- a. The Assistant G-1 for CPP provides authoritative advice on the feasibility and impact of programs, plans, policies, and decisions related to and/or affecting human resources in the total workforce.

- b. CPACs and CPOCs. CPACs and CPOCs provide personnel administrative services to current CDG Program members in their geographic areas of responsibility.

- (1) CPACs

- (a) The Fort Belvoir, Virginia CPAC office makes the official offer to the CDG Program selectee. They should inform selectees that the ASC is participating in the DoD Civilian Acquisition Personnel Demonstration Project and that CDG Program members are subject to all demonstration project policies and operating procedures.
 - (b) All CDG Program members will be placed in the same competitive area, regardless of geographic location.
 - (c) Additional clarification of CDG Program and/or other acquisition matters may be obtained from the RDs or ACMs. A complete listing of RDs and ACMs can be found on the AAC homepage.

- (2) CPOCs.

- (a) Upon receipt of the appropriate RPA, CPOCs will process the action to reassign CDG Program selectee to ASC's TDA into a centrally funded training position. Effective dates will be set by ASC in accordance with current program instructions.
 - (b) The Priority Placement Program (PPP) exception in the Department of Defense PPP Operations Manual, Chapter 4, Paragraph C.2.d. (July 1998) applies to the movement and placement of AAC CDG Program participants, as listed below. The RPA will document the reference citation above to process selectees' personnel actions:
 - (i) Movement of selectee onto ASC's TDA as NH-III, to be effective on the date of program startup. Salary for current DoD Civilian Acquisition Personnel Demonstration Project employees will continue at current rate. CDG Program members entering the demonstration project will have salary set according to the DoD Civilian Acquisition Personnel Demonstration Project Army Operating Procedures (reference g).
 - (ii) Temporary assignment within Army for formal development and training purposes as provided by 5 CFR 410, if applicable.

- (iii) Permanent placement upon graduation to position with no promotion potential.
- c. Beginning with CDG Program YG 03 and all subsequent year groups, servicing civilian personnel support will be provided to incoming YG CDG Program members by the Ft. Belvoir, Virginia CPAC and the North Central CPOC, ASC's servicing CPAC and CPOC. Typical support will include: processing RPAs to move each new CDG Program selectee onto ASC's central funding TDA and DoD Civilian Acquisition Personnel Demonstration Project; disciplinary actions; benefits counseling; ensure update of the Modern Defense Civilian Personnel Data System (MDCPDS) and any normal tasks for PCS activity that may accompany intake or final placement. Prior YG CDG Program members will continue to be supported by the CPOC/CPAC responsible for the organization to which the CDG Program member is assigned.

4. Gaining Organization.

- a. The gaining organization is responsible for the day-to-day supervision and management of the CDG Program member. The gaining organization, through the immediate supervisor, is responsible for ensuring that the CDG Program member is in a meaningful developmental assignment, provided an adequate workplace, and released for training and education in accordance with the approved IDP. Where the local implementation of this policy impacts on bargaining unit employees' conditions of employment, activities are reminded to comply with their statutory and contractual labor relations obligations.
- b. Supervisor. Once placed in a position, the CDG Program member and the immediate supervisor jointly discuss the approved IDP.
 - (1) The supervisor ensures that training, education, and developmental activities are synchronized to maximize training and education experiences in conjunction with developmental activities and approves any necessary IDP changes.
 - (2) The immediate supervisor will evaluate the CDG Program member's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and initial and mid-point counseling for CCAS, is the responsibility of the CDG Program member's supervisor.
 - (3) If a disciplinary action is warranted, the supervisor will follow the routine personnel processes and procedures. The

supervisor shall notify the ASC CDG Manager immediately if such an action is under consideration.

The supervisor shall report actual or anticipated performance problems to the RD as soon as such problems are detected. The RD shall inform the CDG Manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension or removal from the CDG Program and the AAC.

Placement assistance will be rendered if the CDG Program member is removed from the CDG Program and the AAC. However, if an acceptable position is not available, the CDG Program Mobility Agreement may be invoked.

- (6) Supervisors shall complete an exit survey following the departure of the CDG Program member from the developmental assignment and submit to the RD within thirty (30) days after the CDG Program members departs the assignment.
5. AMB of PERSCOM. PERSCOM ACMs centrally manage the CDG Program members throughout the CDG Program and for the remainder of their Army Acquisition careers (see also paragraph 2.h. above). AMB also writes, coordinates and publishes the CDG Program announcement ensuring compliance with all civilian personnel policies, directives and desires of the convening authority. AMB conducts the CDG Program Selection Board, including selection of location and board members, provides the Memorandum of Instruction (MOI) to the board members and ensures completion of the Board Report. AMB shall submit an After Action Report to the Office of the DDACM that addresses relevant information on CDG Program applicants and proposed selectees. AMB obtains the DDACM's approval of the Relative Standing List (RSL) prior to a selection announcement.
6. Functional Chiefs' Representatives (FCRs). FCRs may identify developmental assignments and recommend placement of CDG Program members into appropriate developmental assignments. FCRs will provide leadership development advice within their respective career programs.
7. ACMAs provide guidance to members of their respective commands and/or geographical areas regarding the CDG Program and help identify potential CDG Program developmental assignments. ACMAs will provide feedback to the ASC on the CDG Program. ACMAs are encouraged to participate in the quarterly CDG Program member meetings convened by the RD.

8. CDG Program members. CDG Program selectees sign a CDG Program Mobility Agreement prior to entry into the CDG Program as a condition for participation in the CDG Program (See Appendix A). CDG Program members are expected to perform at the highest level achievable while completing the education, training and experiential activities outlined in the approved IDP. **Failure to successfully achieve the training and developmental assignments identified in the IDP may result in removal from the CDG Program and the AAC.** CDG Program members may apply for and/or participate in other Army or DoD leadership training programs, such as the Defense Leadership and Management Program (DLAMP), however, the intensity and dedication required of the CDG Program member may preclude meaningful participation in such programs. CDG Program members may have specific obligations under an "Agreement to Continue in Federal Service" for the completion of government and/or non-government training events as specified on the executed DD Form 1556 and in accordance with Army policy.
- a. To the extent that funding is available, CDG Program members shall attend at least two (2) of the four (4) required training activities detailed in their approved IDPs in the first year of the Program. The required training events include (but are not limited to): the Congressional Operations course, a National Training Center (NTC) site visit, Harvard leadership courses (2-day duration each) and other short Army and/or civilian leadership courses which will be identified to CDG Program members at the orientation session.
 - b. CDG Program members shall not be assigned to a developmental position for a period of time in excess of one (1) year unless specifically authorized by the CDG Manager and the DDACM. When the CDG Program member accepts an assignment requiring PCS, the CDG Program member is responsible for contacting the ASC Resource Management staff for a copy of the Defense National Relocation Program (DNRP) handbook and identification of a point of contact at DNRP. The CDG Program member is responsible for completing DNRP requirements. If authorized by the DDACM, the CDG Program member's travel orders will be annotated to provide for real estate and DNRP entitlement where eligible. CDG Program members are required to complete an exit survey following their departure from a developmental assignment and shall provide it to the CDG Manager within thirty (30) days after departing the assignment.
 - c. **CDG Program members are required to apply and compete for selection by the Army's annual COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board** in the second and third years of their tenure as a CDG Program member. Submission of PM application packages shall be coordinated with the designated ACM. **Failure to apply to the COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian**

Leadership Selection Board shall result in removal from the CDG Program and a MDR may be invoked pursuant to the executed CDG Program mobility agreement unless the DDACM approves in writing the CDG Program member's request to defer application prior to the PM announcement closing date. Deferral procedures are outlined in the CDG Program Mobility Agreement.

- d. CDG Program members shall meet with RDs quarterly and are responsible for scheduling the meeting with the appropriate RD.
 - e. CDG Program members should maintain civilian career program registration in their mandatory and voluntary individual career program inventories, for example, the Army Civilian Career Evaluation System (ACCES).
9. Installations. Labor relations obligations. Installations are to meet their statutory and contractual labor relations obligations prior to local implementation.

F. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately. The DDACM may publish procedures as necessary to implement this directive.



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